

July 26, 2000

Vacancy Announcement #00-316 DS/cs

VACANCY ANNOUNCEMENT

POSITION: Alcohol, Tobacco and Firearms Specialist, GS-1854-13
(Senior Operations Officer)

OR

Criminal Investigator, GS-1811-13
(Senior Operations Officer)

NOTE: **More than one selection may be made from this Vacancy Announcement.**

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Deputy Assistant Director Field Operations (East)
Boston Field Division
Boston, MA

OPENING DATE: July 27, 2000

CLOSING DATE: August 24, 2000

**AREA OF
CONSIDERATION:** Bureauwide

MAJOR DUTIES: Serves as the principal liaison between division personnel, the Director of Industry Operations, other components of the Bureau, and other government agencies in matters relating to administrative functions, projects, studies, reviews, and procedures involving operations.

Evaluates the effectiveness and efficiency of the Division or area programs; develops and evaluates procedures or policies that will increase the effectiveness of Division programs; develops and implement procedures to notify industry members and ATF personnel of changes needed to comply with changes in statutory and regulatory requirements; tracking and analyzes fund allocations and prepares budget reports; and coordinates and oversees all division data processing and office automation hardware and software.

Coordinates complex studies and projects that have national and/or inter or intra-Division implications.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service.

Specialized experience is experience which is in or directly related to inspection or investigation of criminal violations that provided the specific knowledge, skills and abilities to successfully perform the duties of the position.

The 1811 applicant MUST DISPLAY THE REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF ORDER 3000.8, "ATF FIREARMS POLICY".

EVALUATION METHODS: Applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities. (Please limit the Supplemental Experience Statement to 3 pages).

1. Ability to communicate orally in a concise and organized manner.
2. Ability to efficiently plan and organize work and to prioritize objectives while adjusting to changes in workloads, resources and priorities.
3. Ability to direct and delegate authority and accomplish objectives and priorities, while adjusting resources, workloads and needs.
4. Skill in preparing and reviewing written communications.
5. Ability to work with and through others to accomplish objectives.
6. Ability to perform research and complex studies.

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. The Personnel Division upon completion of the selection process will notify all applicants.
3. Applications must be received by the closing date of the announcement.
4. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.

HOW TO APPLY:

Your application **must** contain the following information.

1. Title, series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address. Daytime and evening telephone numbers.
3. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
4. Average hours worked for each position if other than 40 hours per week.
5. Name, location and dates of high school and college attended.
6. Type of degree, if any, date received, GPA, number of hours and institutions.
7. Relevant training; course titles, dates, and numbers of hours and institutions.
8. Description and year of awards, honors, and special qualifications such as language, and computer

skills.

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Additional information/completed forms should be submitted, if checked.

☒ Written response to the Supplemental Experience Statement.

-x- Performance appraisal, dated within the last year. (GS-1811 applicants may submit the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or the three most recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If the last three appraisals are submitted, they will be averaged to arrive at a single score).

☒ Current/former Federal employees – SF-50 to reflect competitive status.

CTAP/ICTAP:

Federal employee seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified for the position. To be well qualified, CTAP/ICTAP applicants must meet the mid-level range of the crediting plan for all factors.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division,
Attention: Merit Promotion Branch, Room 4170
650 Massachusetts Ave NW
Washington, DC 20226

(202) 927-8610 main number (202) 927-8648 fax number (202) 927-7964 TDDY

For information on other positions within the
Bureau of Alcohol, Tobacco and Firearms, our Internet address is www.atf.treas.gov.

You may also use web-site www.usa.jobs.opm.gov to find out about other job opportunities.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, OR ANY OTHER NONMERIT REASON.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: #00-316 DS/cs

Position Title, Series and Grade: Alcohol, Tobacco & Firearms Specialist OR Criminal Investigator (Special Operations Officer), GS-1854/1811-13

Name and Address *(applicants, please complete)*

The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best qualified list.

___ You were selected for the position.

___ You were found to be ineligible/not qualified as indicated below:

- () Lack general experience
- () Lack specialized experience
- () Outside area of consideration

- () Lack required time in grade
- () Lack education requirements
- () Application received too late for consideration

() Other: _____

___ Recruitment under this announcement has been cancelled.

___ Other: _____

Dennis Snyder

Personnel Management Specialist

Date

The application you submitted for Vacancy Announcement **#00-316 DS/CS, Alcohol, Tobacco & Firearms Specialist OR Criminal Investigator (Special Operations Officer), GS-1854/1811-13** has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel. Since the Personnel Division is unable to release specific information on job status, applicants will be notified by the Personnel Division upon completion of the selection process.

Name and Address *(applicants, please complete)*